

Event Details

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011460	Sell	RFx	1
Event Round	Version		
1	2		
Event Name			
SWC375 Institutional Clothing			
Start Time	Finish Time		
04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
312 ROSA L PARKS AVE
3rd Floor
NASHVILLE TN 37243
United States

Contact: James Vallone
Phone: 615/253-8528
Email: James.Vallone@tn.gov

Event Description

PLEASE NOTE VERSION 2 OF THE BID SHEET. THERE WAS A ROUNDING ERROR IN COLUMN D - STATE PROVIDED ESTIMATED ANNUAL QUANTITIES. IF YOU HAVE ALREADY SUBMITTED A BID, PLEASE RESUBMIT THAT BID.
This Invitation to Bid (ITB) is to establish a statewide contract(s) for Institutional Clothing. with an initial term of two (2) years with three (3) annual options to renew for one (1) year each.

The following documents are attached to Event 11460 Institutional Clothing

Terms and Conditions
Specifications
Evaluation Model
Helpful Supplier Information

Prospective respondents must direct communications concerning this ITB to the following person designated as the Solicitation Coordinator:

Solicitation Coordinator
State of Tennessee,
Attn: Joshua Polk
Department of General Services, Central Procurement Office
3rd Floor, William R. Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102
Phone: 615-360-4460
Email: Joshua.Polk@tn.gov

Unauthorized contact about this ITB with employees or officials of the State of Tennessee except as detailed in this ITB may result in disqualification from consideration under this procurement process. Notwithstanding the foregoing, Respondents may alternatively contact:

1. Staff of the Governor's Office of Diversity Business Enterprise for assistance available to minority-owned, woman-owned, Tennessee service-disabled veteran owned, and small businesses as well as general, public information relating to this solicitation (visit www.tn.gov/businessopp/ for contact information); and

2. The following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and associated federal regulations:

Helen Crowley
Department of General Services, Central Procurement Office
3rd Floor, William R. Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue Nashville, TN 37243-1102
Phone: 615-741-3836
Email: Helen.Crowley@tn.gov

READ THE ENTIRE BID, including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST
Log in with your vendor ID and password in order to search bid opportunities.

NOTE: Need help with EDISON? Call the Edison HELP Desk at 866-376-0104 or 615-741-4357

Please do not wait until the last day to POST YOUR BID. The Edison system will sign you out after 30 minutes of inactivity. Your password expires EVERY 90 DAYS. It is the responsibility of the Edison User (bidder/vendor) to maintain their own profile information (Email address,

Event Details (cont.)

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Event Round	Version		
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04/16/2020 14:00:00 CDT		04/24/2020 16:30:00 CDT	

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phone numbers, address or contacts) and to continue to keep it current by logging into the Supplier Portal and making changes as needed.

Supplier Portal link:
https://sso.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST

Central Procurement Office Website:
<https://www.tn.gov/generalservices/procurement.html>

The website is constantly being updated with information to assist the agencies and vendors; you are encouraged to visit the website frequently

General Questions

Question	UOM	Best	Worst	Response
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Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved. Confirm below that you have completed this attached form by choosing, "Yes."

Required: Yes Mandatory ResponseNo

Response Comments

Confirm if you have attached your completed evaluation model/pricing worksheet.

Required: No Mandatory ResponseNo

Response Comments

The purpose of this Invitation to Bid is to establish a source or sources of supply for all Tennessee State Agencies and Authorized Users.

Tennessee State Agencies refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies.

Authorized Users are those entities that are authorized to purchase off of Statewide Contracts and include the following:

a) all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);

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Event Round	Version		
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SWC375 Institutional Clothing			
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04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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b) Tennessee local governmental agencies;
c) the board of trustees of the University of Tennessee system, the Tennessee board of regents system, or the State university boards;
d) any private nonprofit institution of higher education chartered in Tennessee; and,
e) any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001).

Any contracts awarded from this Invitation to Bid shall be made available to Authorized Users in addition to Tennessee State Agencies, unless a letter is attached to this Invitation to Bid, requesting that the contract is only available for use by Tennessee State Agencies.

NOTE: To request that any resulting contract be available only to Tennessee State Agencies, enter No and attach an exemption request letter addressed to the Central Procurement Office.

Required: Yes Mandatory ResponseNo

Response Comments

How many days after receipt of purchase order will it take to deliver item(s)?

0

Required: Yes Mandatory ResponseNo

Response Comments

The Respondent affirms the following statement, as required by the Iran Divestment Act Tenn. Code Ann. § 12-12-111: "By submission of this response, each Respondent and each person signing on behalf of any Respondent certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Respondent is not on the list created pursuant to Tenn. Code Ann. § 12-12-106." For reference purposes, the list is currently available online at:
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-public-information-library.html>

Required: Yes Mandatory ResponseNo

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Event Round	Version		
1	2		
Event Name			
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04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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 NASHVILLE TN 37243
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Response Comments

Question	UOM	Best	Worst	Response
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Please attach documentation that reflects you are registered with the Department of Revenue for sales and use tax, as stated in the Terms and Conditions. If you are exempt, please provide a copy of the communication from the Department of Revenue supporting this exemption.

Required: Yes Mandatory ResponseNo

Response Comments

I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office, which are by reference made a part hereof, in addition to the special terms, conditions and specifications embodied in the invitation to bid.

IMPORTANT: By Selecting YES, the bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.

Yes

Required: Yes Mandatory ResponseYes

Response Comments

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3) as amended and which contracts with the Department of Mental Health and Substance Abuse Services or the Department of Intellectual and Developmental Disabilities to provide services to the public (Tenn. Code Ann. § 33-2-1001). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Central Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private

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Event Round	Version		
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04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Authorized Users. This Contract establishes a source or sources of supply for all Tennessee State Agencies. "Tennessee State Agency" refers to the various departments, institutions, boards, commissions, and agencies of the executive branch of government of the State of Tennessee with exceptions as addressed in Tenn. Comp. R. & Regs. 0690-03-01-.01. The Contractor shall provide all goods or services and deliverables as required by this Contract to all Tennessee State Agencies. The Contractor shall make this Contract available to the following entities, who are authorized to and who may purchase off of this Statewide Contract ("Authorized Users"):

- all Tennessee State governmental entities (this includes the legislative branch; judicial branch; and, commissions and boards of the State outside of the executive branch of government);
- Tennessee local governmental agencies;
- members of the University of Tennessee or Tennessee Board of Regents systems;
- any private nonprofit institution of higher education chartered in Tennessee; and,

any corporation which is exempted from taxation under 26 U.S.C. Section 501(c)(3), as amended, and which contracts with the Department of Mental Health and Substance Abuse to provide services to the public (Tenn. Code Ann. § 33-2-1001).

These Authorized Users may utilize this Contract by purchasing directly from the Contractor according to their own procurement policies and procedures. The State is not responsible or liable for the transactions between the Contractor and Authorized Users.

Note: If "no", attach exemption request addressed to the Central Procurement Officer.

Event Details (cont.)

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Event Round	Version		
1	2		
Event Name			
SWC375 Institutional Clothing			
Start Time	Finish Time		
04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: General Services - CPO
 312 ROSA L PARKS AVE
 3rd Floor
 NASHVILLE TN 37243
 United States

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Question	UOM	Best	Worst	Response
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Please list the following information regarding your company's contract administrator.

List the Contract Administrator's Name

List the Contract Administrator's Address

List the Contract Administrator's Phone Number

List the Contract Administrator's Toll Free Phone Number

List the Contract Administrator's Pager or Cell Number

List the Contract Administrator's Email Address

List the Contract Administrator's Website

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Vendor Contract Administrator

The bidder shall list their company's Contract Administrator. The Contract Administrator shall be the contact person for all questions regarding the contract. Note: The bidder can attach a list of alternate personnel to contact to the bid.

The respondent shall indicate whether or not they plan to sub-contract:

No: The respondent does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s):

Attach list of additional subcontractors to the bid, including the following for each subcontractor.

List the Sub-Contractor's Name
 List the Sub-Contractor's Address
 List the Sub-Contractor's Contact Person
 List the Sub-Contractor's Phone Number

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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32110-0000011460	Sell	RFx	7
Event Round	Version		
1	2		
Event Name			
SWC375 Institutional Clothing			
Start Time	Finish Time		
04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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Response Comments

Associated Terms:

The Contractor shall not assign this Contract or enter into a subcontract for any of the goods or services provided under this Contract without obtaining the prior written approval of the Central Procurement Office. Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work provided.

Please provide the brand and model names of the goods included in this bid:

Required: Yes Mandatory ResponseNo

Response Comments

List the return goods policy:

Required: Yes Mandatory ResponseNo

Response Comments

How many days after receipt of purchase order will it take you to deliver this item?

0

Required: Yes Mandatory ResponseNo

Response Comments

The bidder shall indicate their standard warranty period

List the Standard Warranty Period

Required: Yes Mandatory ResponseNo

Event Details (cont.)

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Event ID	Format	Type	Page
32110-0000011460	Sell	RFx	8
Event Round	Version		
1	2		
Event Name	SWC375 Institutional Clothing		
Start Time	Finish Time		
04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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Response Comments

Associated Terms: **Warranty Period**
Bidder shall indicate their standard warranty period
Please enter the percentage bid for catalog items as specified.

Note: Enter the percentage as a decimal. Do not use a minus sign (-) or a plus sign (+).
Examples:
-10% = .9
0% = 1.0 (net cost)
+10% = 1.1

0

Required: Yes Mandatory ResponseNo

Response Comments

Does the discount listed on this line include all items in the above catalog listed for this line?

Required: Yes Mandatory ResponseNo

Response Comments

A link to the Central Procurement Office's surveying tool is included in the Event Attachments. We ask that you take a few short minutes to complete this survey. The purpose of this survey is to strengthen procurement processes of the Central Procurement Office (CPO) by capturing Vendor/Bidder assessments of, and actionable comments on, the process put in place by the Central Procurement Office. Your responses will remain anonymous, and will have no bearing or consideration in the awarding of this procurement.

Required: No Mandatory ResponseNo

Response Comments

Event Details (cont.)

PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
32110-0000011460	Sell	RFx	9
Event Round	Version		
1	2		
Event Name			
SWC375 Institutional Clothing			
Start Time		Finish Time	
04/16/2020 14:00:00 CDT		04/24/2020 16:30:00 CDT	

Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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United States

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Question	UOM	Best	Worst	Response
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Please answer yes or no to the following. If YES, describe using additional pages and attach to the Response including any relevant details:

(a) is the Respondent presently debarred, suspended, proposed for debarment, or voluntarily excluded from covered transactions by any federal or state department or agency;

(b) has the Respondent within the past three (3) years, been convicted of, or had a civil judgment rendered against the contracting party from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is the Respondent presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed above; and

(d) has the Respondent within a three (3) year period preceding the contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Required: Yes Mandatory ResponseNo

Response Comments

If the respondent is not registered with the Secretary of State's Office, it will be given seven (7) business days to become registered or the bid will be rejected.

Please provide Secretary of State issued ID Number

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Prior to award and during the contract period, a corporation must be registered and be in good standing with the Secretary of State's Office. The following is the contract information for the Secretary of State's Office: State of Tennessee, Department of StateAttn Business Filings and Information312 Rosa L Parks Ave 6th Floor, WRS Tennessee TowerNashville TN 37243-1102Email: TNSOS.CORPINFO@tn.govWebsite: <https://sos.tn.gov/business-services/business-entity-filings>Bid event respondents will be granted seven (7) business

Event Details (cont.)

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Event Round	Version		
1	2		
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SWC375 Institutional Clothing			
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04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

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days from the date of bid submission to register with the Secretary of State or bid response will be rejected.

Enter the amount and location of your inventory in the space provided below.

List the Average Inventory's Dollar Amount
Describe the Type of Products in the Inventory
List the Location of the Inventory

Required: Yes Mandatory ResponseNo

Response Comments

Associated Terms:

Inventory

Bidders must have or have available for their own use an inventory of products or supplies sufficient to make shipment within the time stated for delivery. Enter the amount and location of your inventory in the space provided below.

Bidder shall enter Catalog Title and Effective Date of Catalog Bid.

Required: Yes Mandatory ResponseNo

Response Comments

Event Details (cont.)

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Event Round	Version		
1	2		
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SWC375 Institutional Clothing			
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04/16/2020 14:00:00 CDT	04/24/2020 16:30:00 CDT		

Event Currency: US Dollar
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Line Details

Line: 1 **Item ID:** **Line Qty:** 1.00 **UOM:** Dozen
Required: Yes **Reserve Price:** No

Bid Qty: 1

Description: Dummy Line: Please complete and upload the SWC Evaluation Model spreadsheet to provide pricing.

Question	UOM	Best	Worst	Response
What is the unit price of this item?				
Required: Yes Mandatory Response: No				

Response Comments

Event Details (cont.)

PeopleSoft Strategic Sourcing

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Event Round	Version		
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SWC375 Institutional Clothing			
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Event Currency: US Dollar
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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United States
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Phone: 615/253-8528
Email: James.Vallone@tn.gov

Bidder Information

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		

Event Details (cont.)

PeopleSoft Strategic Sourcing

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Event Round	Version		
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Event Name			
SWC375 Institutional Clothing			
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Event Currency: US Dollar
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United States
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Appendix A - Line Specifications

Line: 1 **Item ID:** **Line Qty:** 1 **UOM:** Dozen

Description: Dummy Line: Please complete and upload the SWC Evaluation Model spreadsheet to provide pricing.

Item Specifications

Manufacturer:

Mfg Item ID:

Item Length: 0

Item Width: 0

Item Volume: 0

Item Weight: 0

Item Size:

Item Height: 0

Dimension UOM:

Volume UOM:

Weight UOM:

Item Color:

Shipping Information

Schedule: 1

Quantity: 1

Due Date: 04/22/2020

Freight Terms:

Ship Via:

Ship To:

Event Details (cont.)

PeopleSoft Strategic Sourcing

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Appendix B - Terms & Conditions

1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the State's Supplier Portal.

If the information will be submitted in writing please mail to the following address:

Department of Finance and Administration
312 Rosa L. Parks Ave.
21st Floor Tennessee Tower
ATTN: Supplier Maintenance
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, creed, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

Last Updated: 08/30/2016